



Division of Finance & Management

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TO: South Dakota Grant Subrecipients
FROM: Jack Dokken, Office of Air, Rail & Transit
DATE: May 30, 2024
SUBJECT: South Dakota Transit Subrecipient Manual
May 2024 Release

A handwritten signature in blue ink, appearing to be "Jack Dokken", written over the "FROM:" line of the header.

We are pleased to announce the release of the first version of the South Dakota Transit Subrecipient Manual. This initial release includes sections on introduction, due dates, planning, and procurement. Additional sections will be released in the future until all relevant topics have been covered. Each release will be accompanied by a memo detailing its contents.

The goals and objectives of the Transit Subrecipient Manual are to provide comprehensive guidance, resources, and tools to support compliance with the State Management Plan, as well as state and federal requirements and laws applicable to subrecipients of transit-related funding. By consolidating all guidance into one manual, the SDDOT Transit Office aims to create an accessible and user-friendly reference for subrecipients.

The Subrecipient Manual and associated release memos will be available on the SDDOT Transit webpage under Policies. Any related forms will be posted on the Forms page.

SDDOT Transit Webpage: <https://dot.sd.gov/transportation/public-transit/forms-publications>

We welcome suggestions for additional topics to include in future releases of the manual.

To provide further information about the manual and its guidance, we will hold a virtual session. An email invitation will be sent to subrecipients once the date is confirmed.

Thank you for your attention to this important resource.